

Wide Area Workflow

Receipts and Acceptance

Working in the View Only Folders

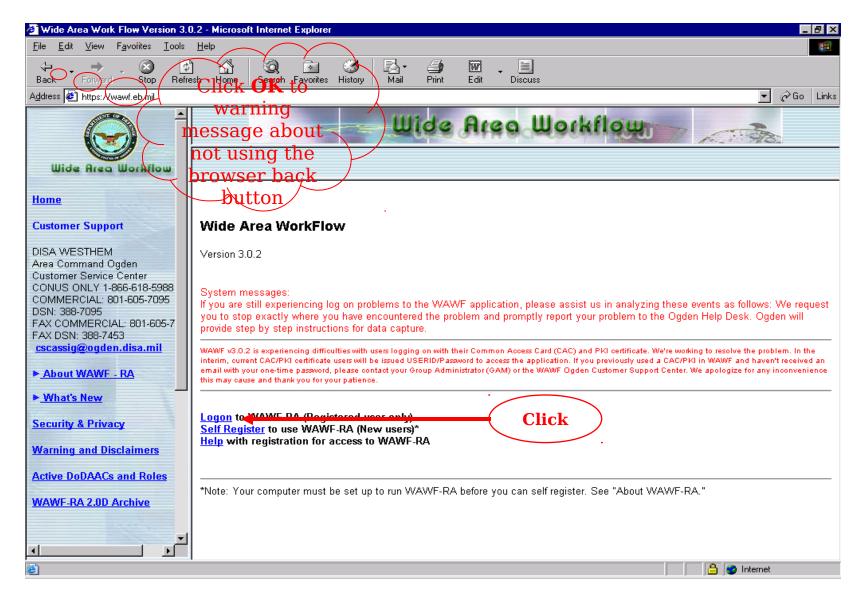
View Only Folders

- View Only Folders consist of either:
 - Acceptor View Only, or
 - Inspector View Only, or
 - Issued By View Only.
- View Only Folders provide Supervisor's and Contract Specialist visibility of all WAWF-RA documents and their status.
- ➤ View Only access is for those user's not actually involved in the Government Acceptance of Supplies or Services.

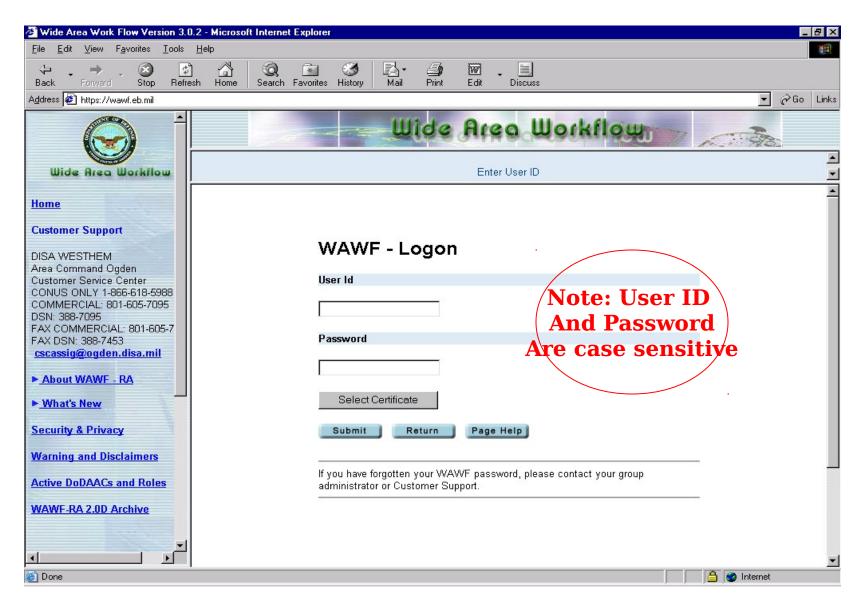
Access the WAWF-RA



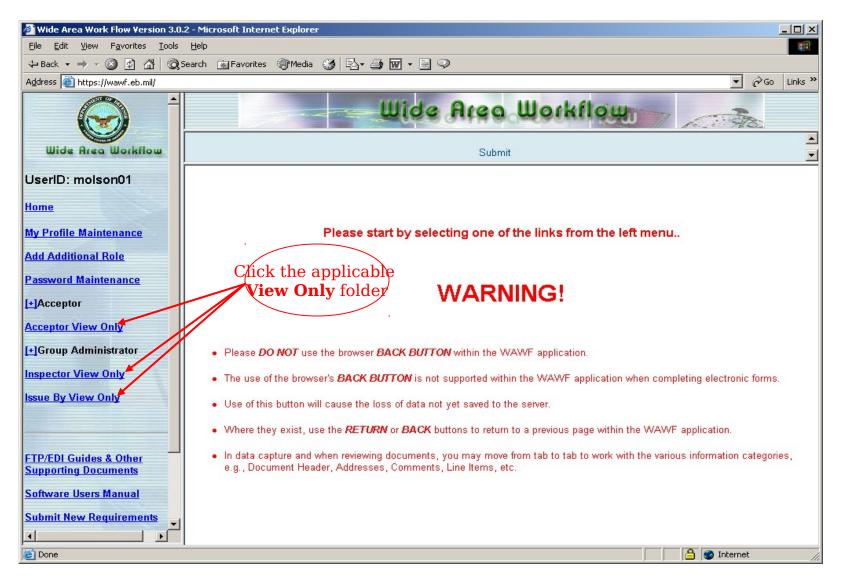
Logon to WAWF-RA



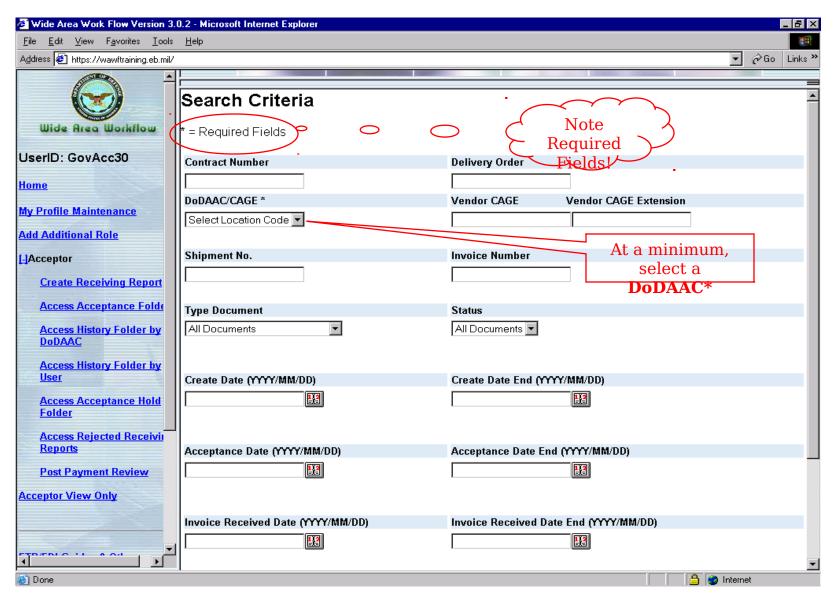
User ID and Password



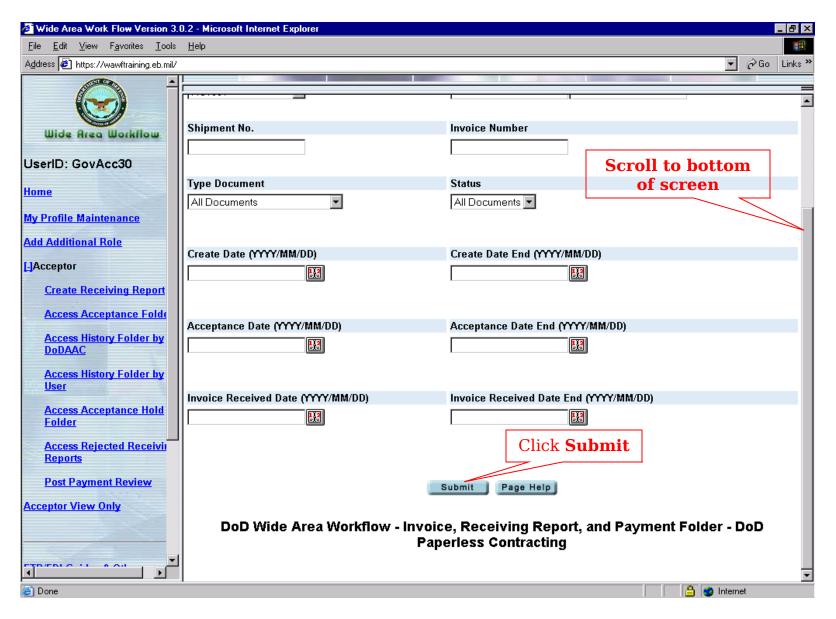
Open the Acceptor Menu



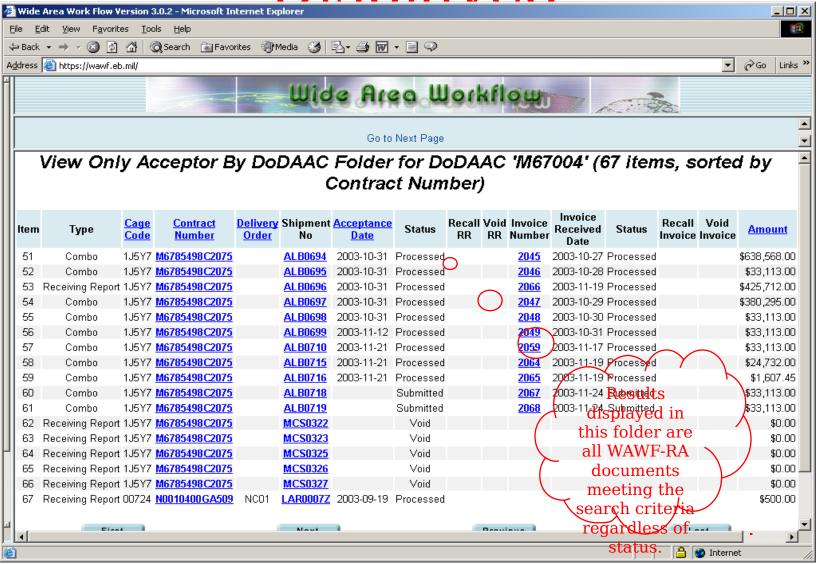
Enter Search Criteria



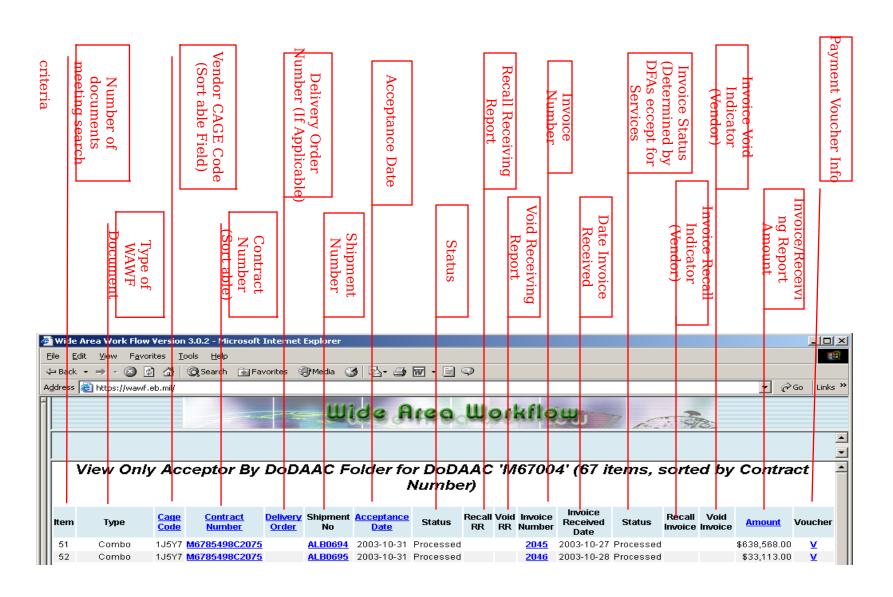
Submit Search



Search Results are Displayed



Description of Columns



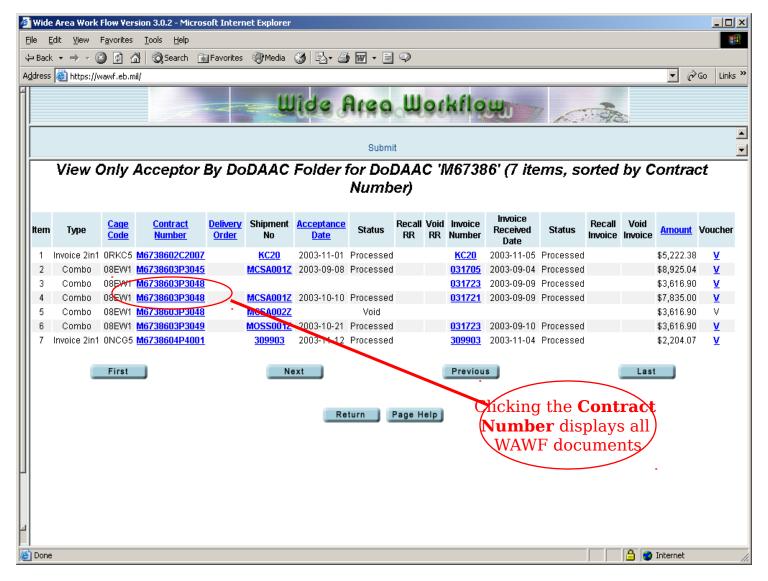
Document Types

- The most common Document Types are:
 - Invoice Vendor created. Does not include a Receiving Report.
 - Combo Vendor created. Consists of a separate Invoice and Receiving Report. Invoice is routed to Paying Office, Receiving Report is routed to Accepting Activity.
 - Receiving Report Vendor or Acceptor created. Does not include an Invoice.
 - Invoice 2 in 1 Vendor created. Normally for Services. Invoice is routed to the Accepting Activity. Once accepted is routed to the Paying Office.

Document Status

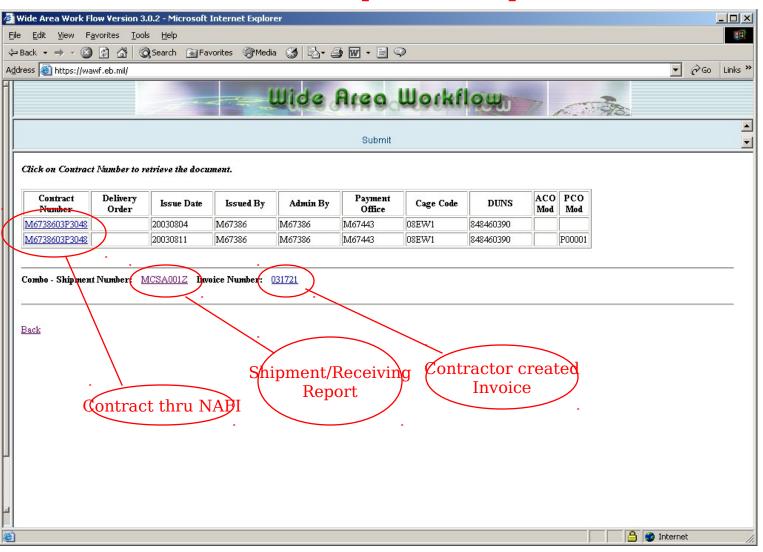
- Submitted Pending Government Acceptance. Upon acceptance will change to Processed.
- ➤ Processed Already accepted by the Government.
- Rejected Rejected by the Government Acceptor.
- ➤ Void Voided by the Initiator (creator).

Access Contract Information



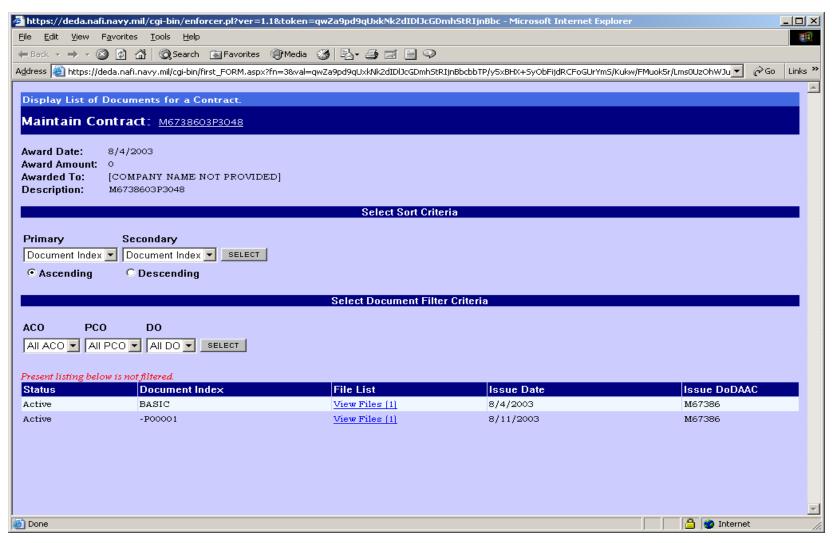
Review All Contract Documents

All WAWF Documents open in a separate window.



Review the Contract

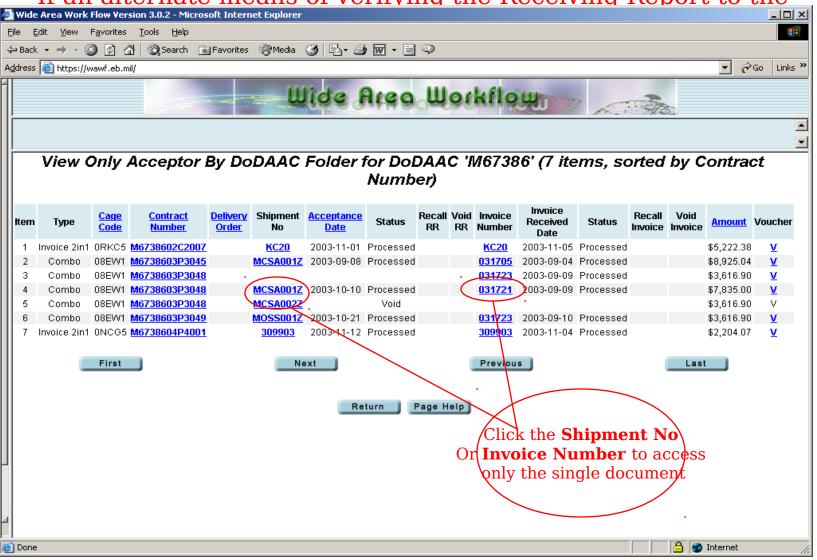
Clicking the **Contract Number** will access the NAFI copy of the contract. (NAFI will open in a new window)



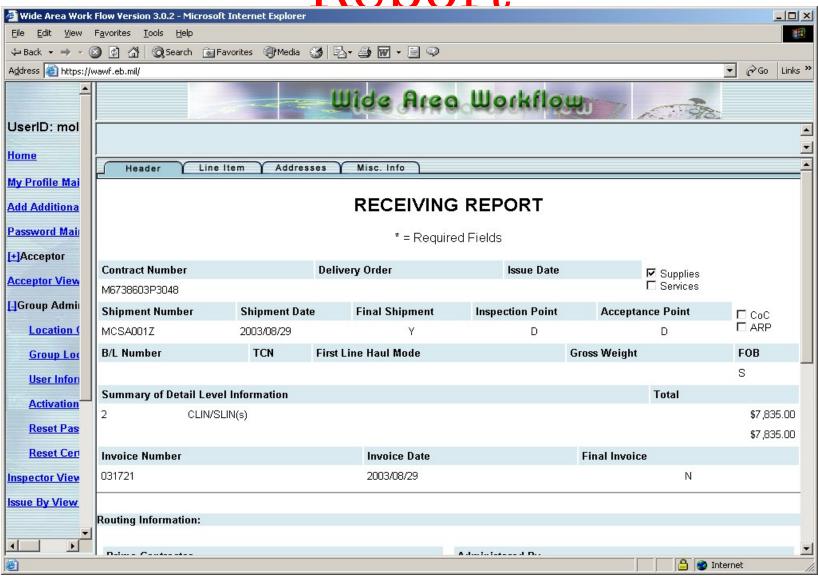
OR!

Access just the Receiving Report

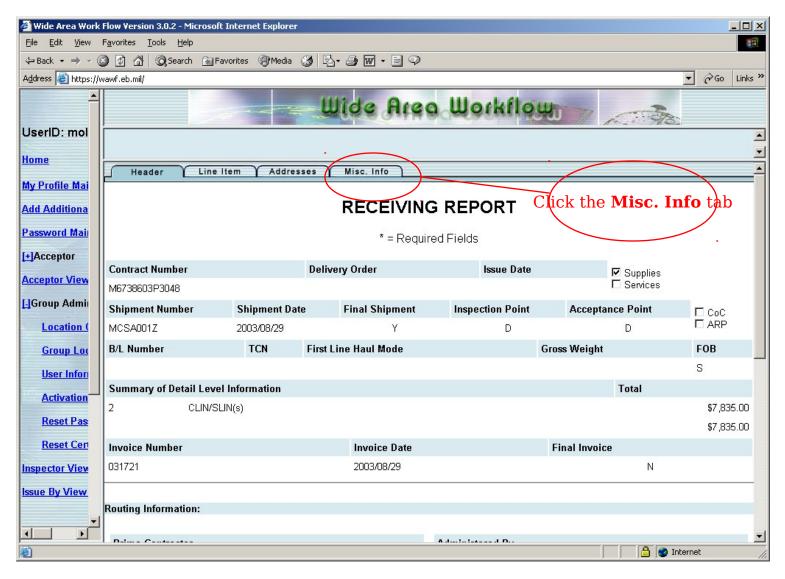
If an alternate means of verifying the Receiving Report to the



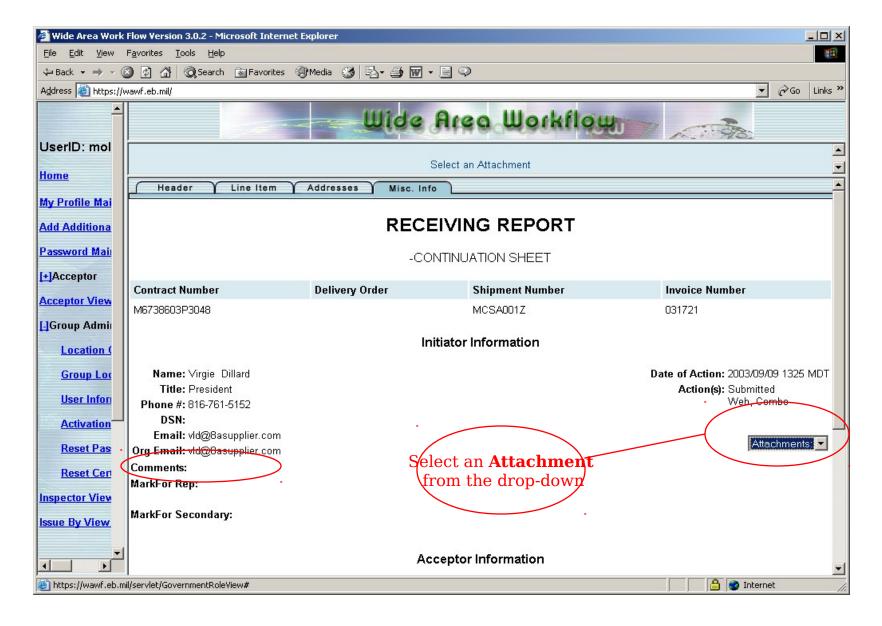
Review the Receiving Report.



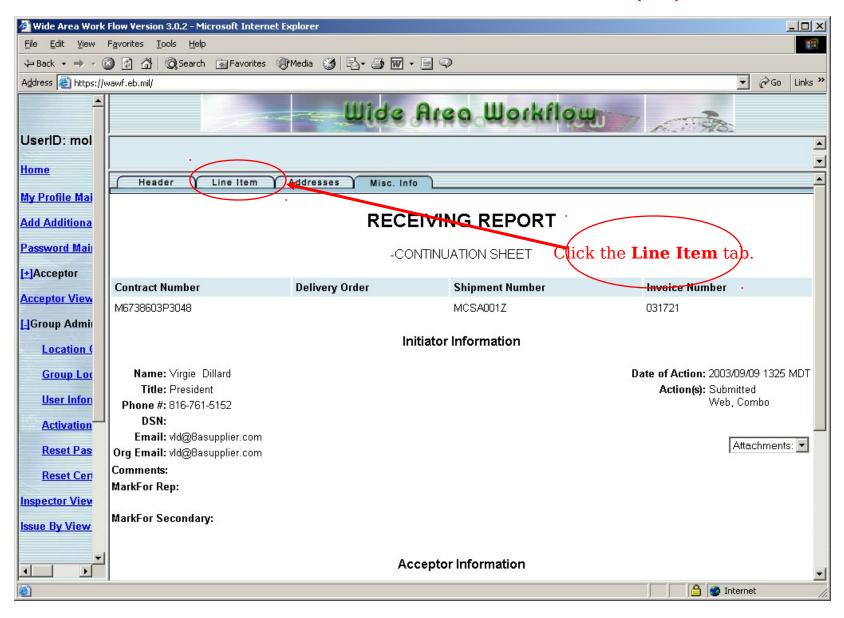
Review Attachments or Comments



Access Attachments

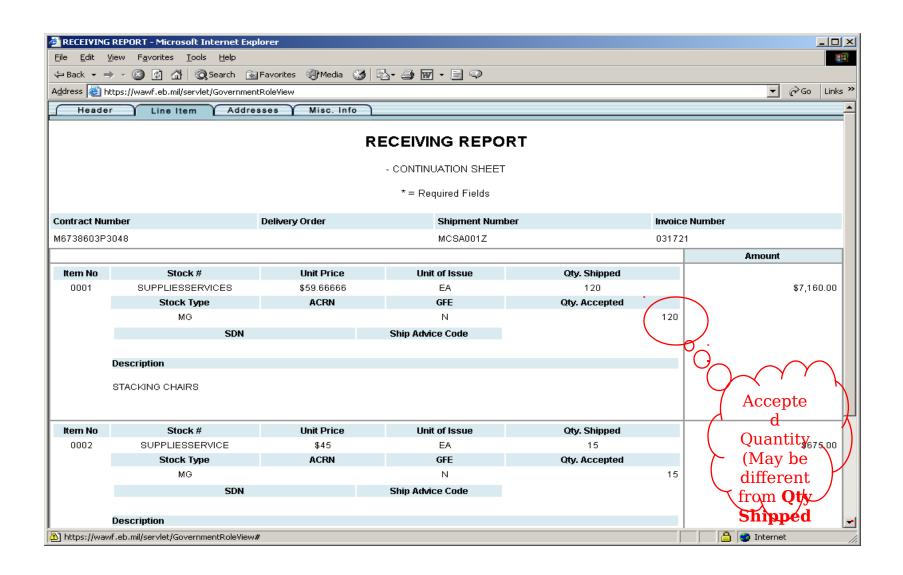


Review Line Item(s)

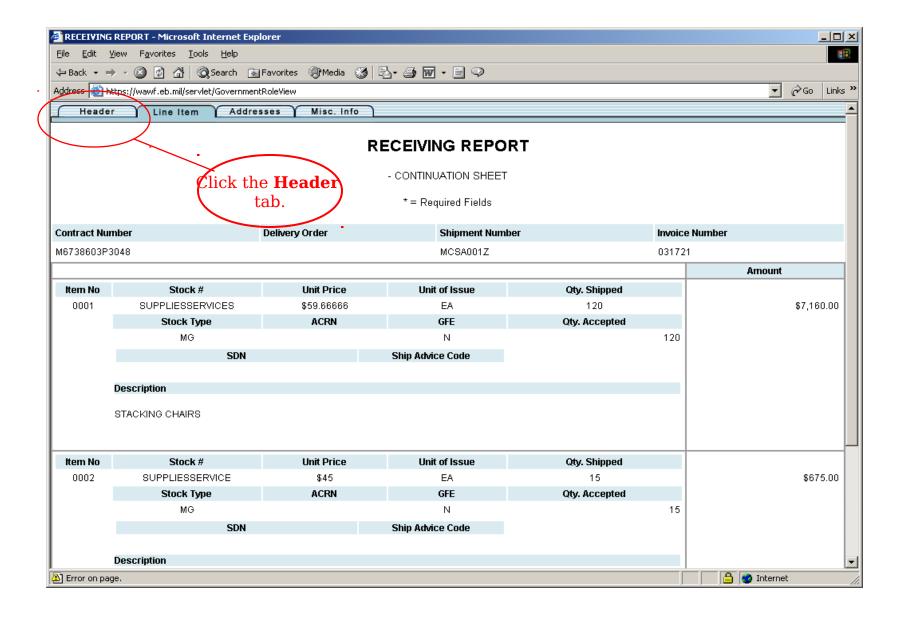


View the Accepted Quantity

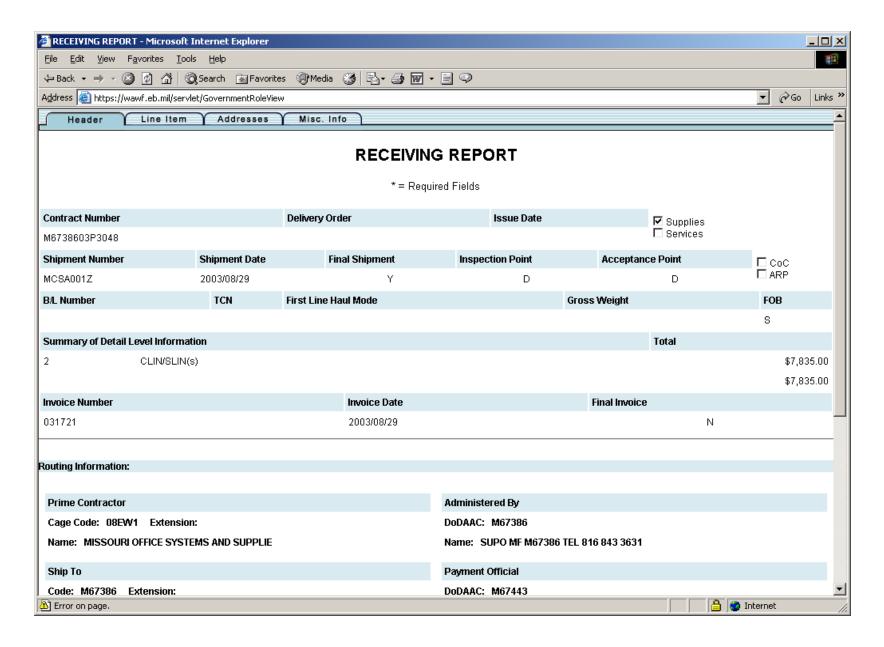
Repeat for each Line Item



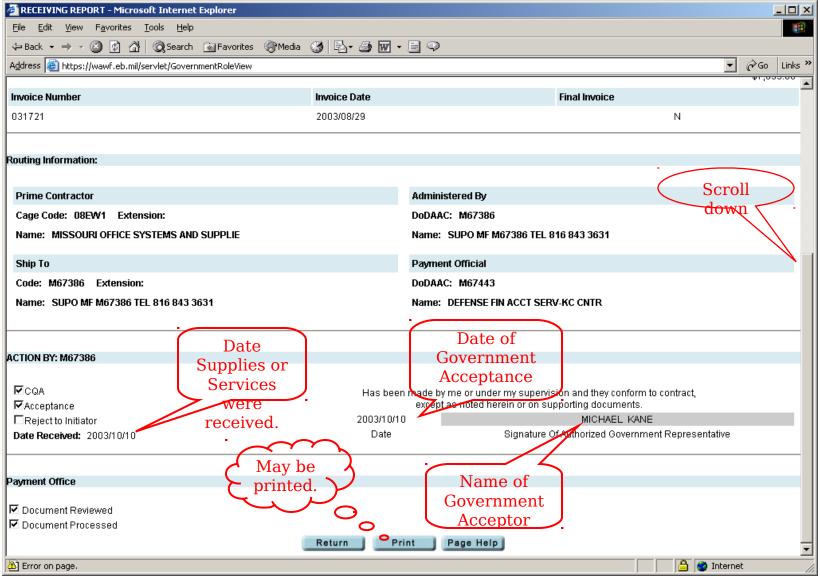
Return to the Header Tab



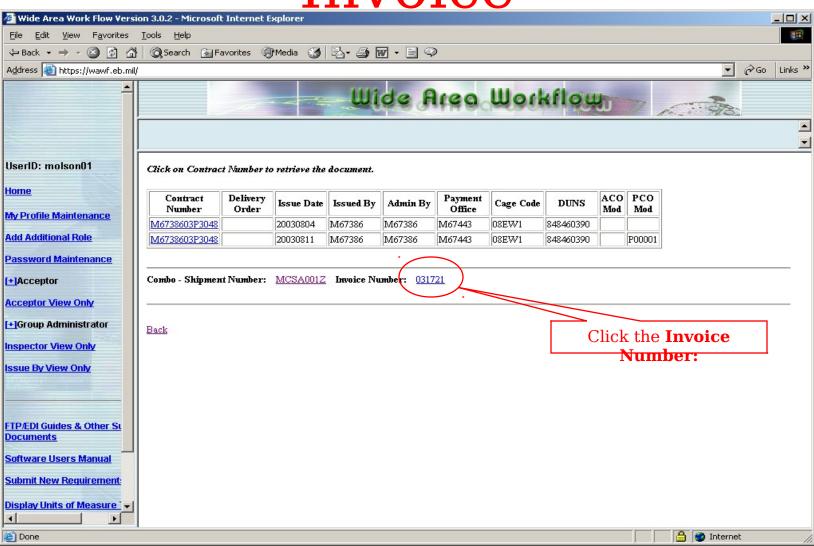
Return to the Header Tab



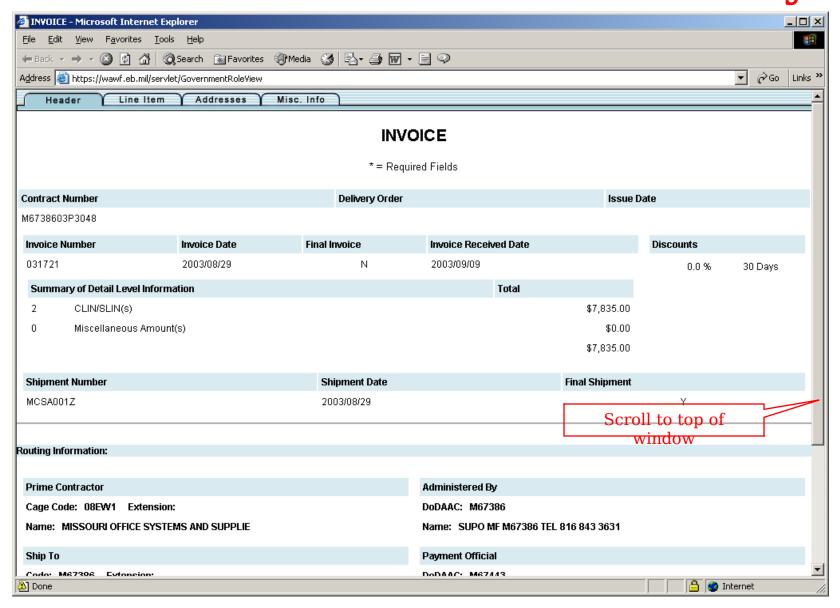
Enter Date Receive and Acceptance Dates



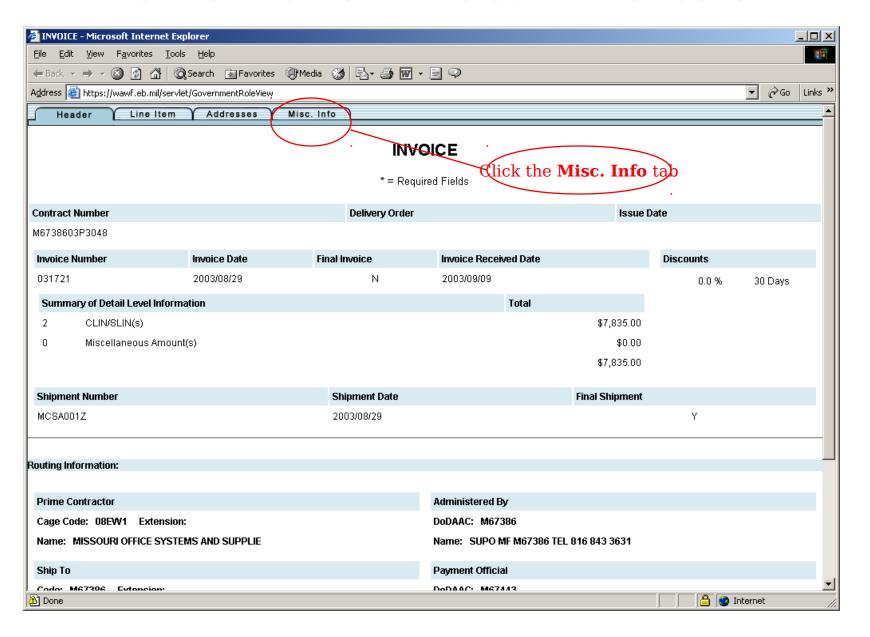
Viewing the Vendor's Invoice



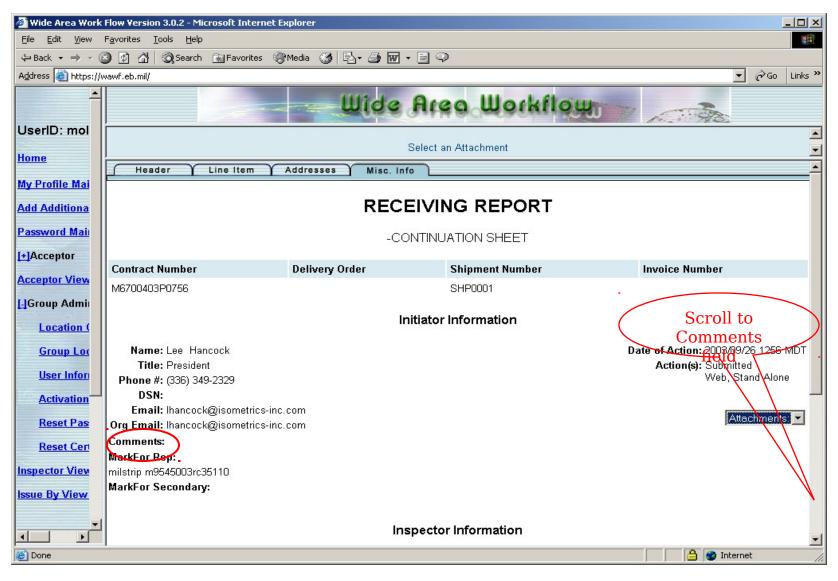
Review the Invoice Summary



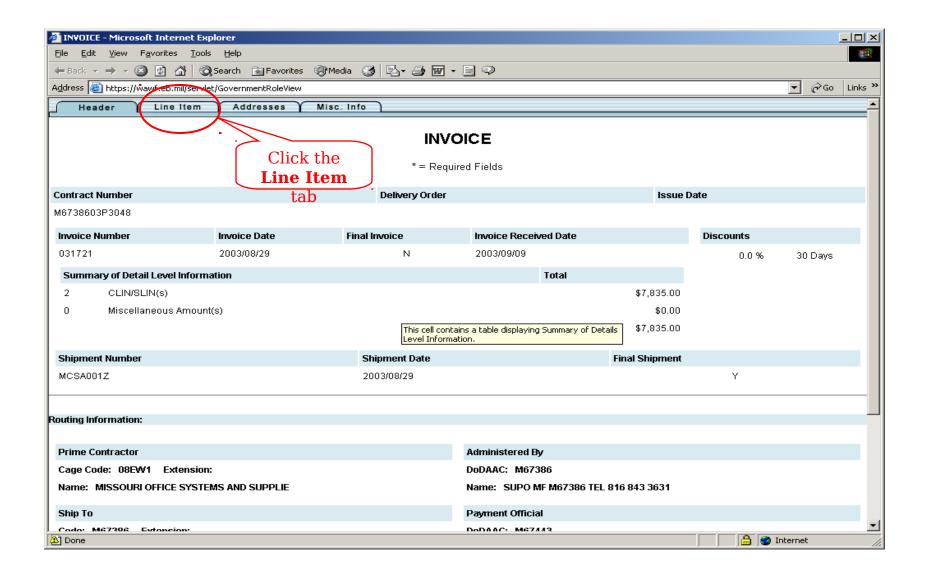
Click the Misc. Info tab



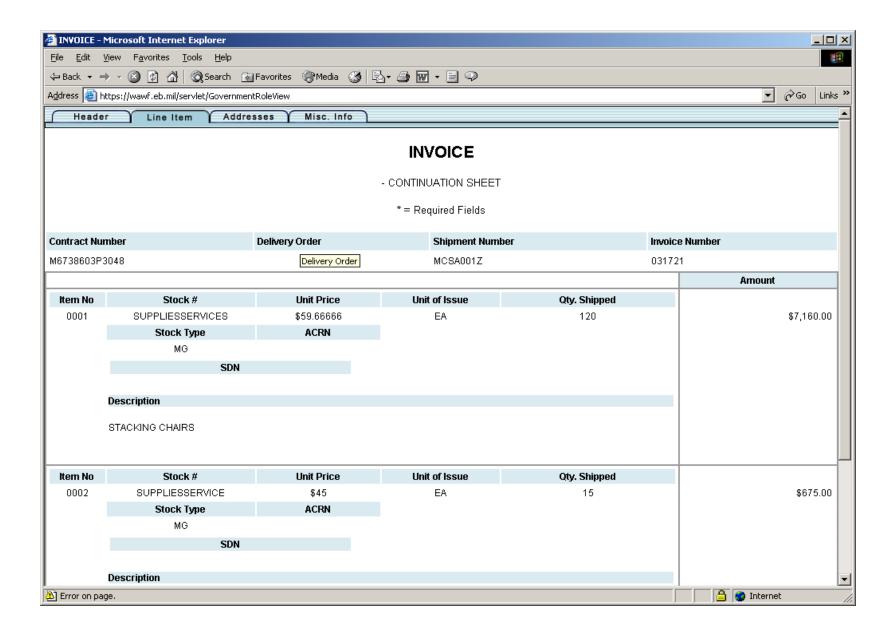
Review Vendor's Comments and Attachments



Review the Line Items

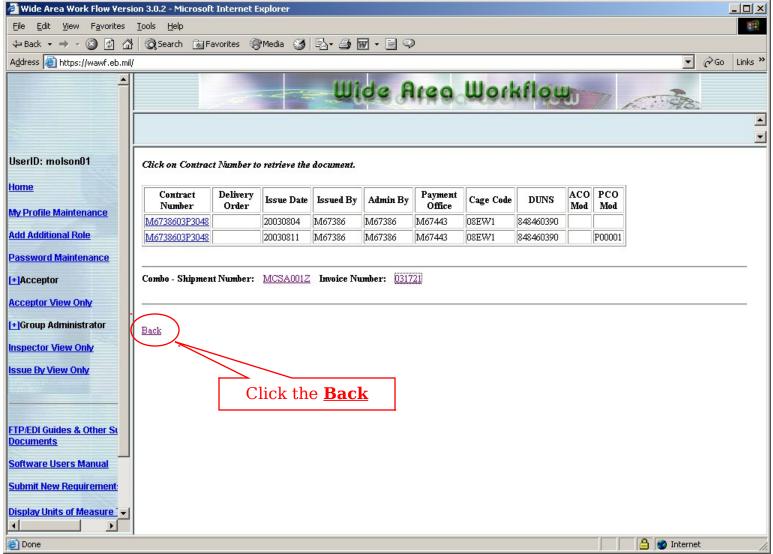


Review the Line Items

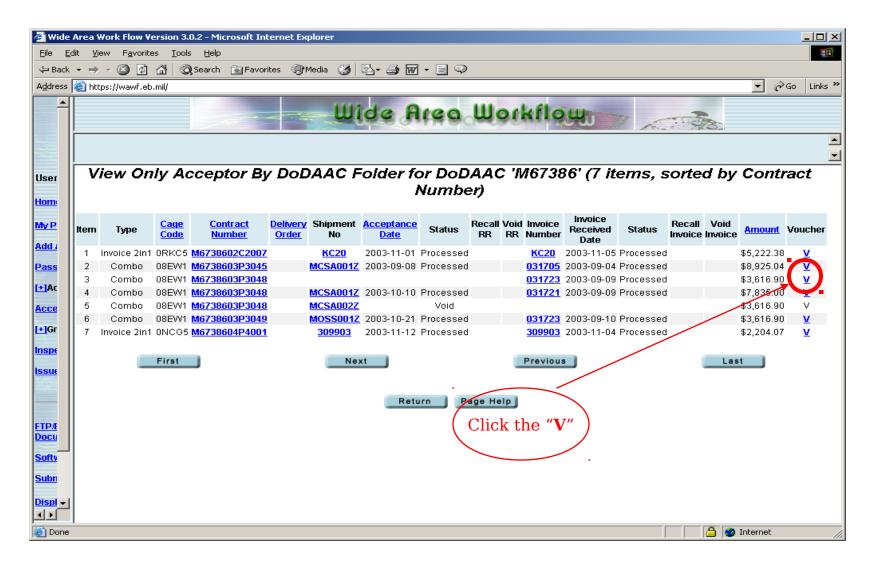


Accessing Payment Voucher Info

(Close the **Invoice** window)



Accessing Payment Voucher Info



View the Payment Voucher

- Payment Voucher will open in a separate window.
- Availability of voucher is dependent upon DFAS posting to EDA.
- ➤ Payment Voucher will be in PDF format.

Log out of WAWF-RA

